The Saskatchewan Public Service Vision
The Best Public Service in Canada

Our Commitment to Excellence
Dedicated to service excellence, we demonstrate innovation, collaboration and transparency, practice effective and accountable use of resources, and promote engagement and leadership at all levels.

Our Core Values
Respect and Integrity
Serving Citizens
Excellence & Innovation
One Team
New Administrators –

Things the LGA did not Teach You

UMAAS Convention
June, 2015
Roles and Responsibilities

- Sec. 110 MA - Administrator
- Sec. 111 MA
  - Secretary
  - Advisor
  - Accountant
  - Gate keeper
Accountabilities

- To the public
- To the council
- To legislation
- To your profession
- To yourself
Elected Officials

- Council’s role – Decision maker
- All decisions must be passed by resolution or bylaw
- Not eligible to be appointed as employee
Administrators role re: Council Decisions

- Administrator’s Role – Advise & Implement
  - Policy developer
    - Identifies issue/why is it a matter of public interest
    - Provides an analysis of options, pros and cons
    - Advises on legislation
  - Implement policy decisions made by council
    - Effective communication/“buy in”
    - Monitor results
    - Report back to council
Legislation Important

- Outlines roles, responsibilities, authorities
- Council and the public relies on administrator expertise in this area
- Details process in place to appeal decisions made
- Legislation is constantly evolving
Legislated Deadlines

- Many deadlines defined in legislation
- Checklists often a useful tool to ensure multiple tasks completed on time
Meetings

- First Meeting [Sec. 121MA]
- Regular Meetings [Sec. 122MA]
- Special Meetings [Sec. 123MA]
- Public Notice [Sec. 124MA]
- Administrator or Acting Administrator present

http://www.saskatchewan.ca/~media/files/government%20relations/advisory%20services/council%20meeting%20guide%202013%20clean.pdf
Meetings

- Closed Sessions [Sec. 120(2)MA]
- Tied Votes [Sec 102 MA]
- Quorum – 50% + based on number of seats on council
Minutes

Legislation

- The “Administrator shall ensure that all minutes of council are recorded”
- The names of the members of council present at the meeting are recorded
- The minutes of each meeting shall be given to council for approval at the next regular council meeting.
- Bylaws and council minutes shall be kept safe
- The approved minutes are a public document
Minutes

Sample set of minutes in ‘Council Meeting Guide’ on Ministry’s web site

http://www.saskatchewan.ca/~/media/files/government%20relations/advisory%20services/council%20meeting%20guide%202013%20clean.pdf

- Type of meeting; date, time, location
- Attendees – may wish to identify members not in attendance at the meeting
- Record Council Decisions
- Recorded vote (if requested by a member of council)
- Late arrivals; early departures
- Declared pecuniary interest and related activities
- Changes to the chair (if chair is vacated to either make a resolution or due to declared pecuniary interest)
Minutes - continued

- Approve, accept, acknowledge
- Positive motions important

Other information on meetings and minute taking can be found at:
Access to Information

- Minutes
- Contracts approved by Council
- Bylaws and resolutions
- Financial information
  - Audited financial statements and the auditor’s report
- Reports of consultants or staff members
- The Local Authority Freedom of Information and Protection of Privacy Act
  - [Sec 117MA]
  - [Sec 185 & 189(1)MA]
  - http://www.justice.gov.sk.ca/PrivacyLA/html/curriculum000F1F652B9D0F24C80E020500000044.htm
Bylaws and Bylaw Register

• When to use a bylaw
• Municipal Bylaw Guide: http://www.saskatchewan.ca/government/municipal-administration/management-resources/guides-samples-and-resources/bylaw-samples#municipal-sample-bylaws
• Keeping Original Bylaws and Copies
• Repealed Bylaws
Cash Control

- Legislation [Sec. 111 (2) MA]
- Collections
- Payments
- Bond [Sec. 113 MA]
http://www.saskatchewan.ca/government/municipal-administration

Municipal Administration

Inquiry Report into the RM of Sherwood #159

Volume 1 of the Inquiry Report by Mr. Ron Barclay into the RM of Sherwood.

Management Resources

Information for administrators and council members such as sample bylaws, election protocols and various guides to help administer a municipality.

Community Planning, Land Use, and Development

Tools and services to help local municipalities with the planning and development of their communities.

Taxation and Service Fees

Property assessments, tax tools, or amendments to Acts

http://www.saskatchewan.ca/government/municipal-administration
Resources

Administrator’s Orientation Guide:


Administrator’s Reference Index:


Queen’s Printer for Saskatchewan – legislation and regulations:

- [http://www qp.gov.sk.ca/](http://www qp.gov.sk.ca/)

Office of the Privacy Commissioner – investigations and reports:

- [http://www.oipc.sk.ca/](http://www.oipc.sk.ca/)

Law Society of Saskatchewan – court decisions

- [http://www.lawsociety.sk.ca/library/](http://www.lawsociety.sk.ca/library/)
Questions

Advisory Services and Municipal Relations Branch

(306) 787-2680
muninfo@gov.sk.ca
http://www.saskatchewan.ca/government/municipal-administration